Schedule No. C-839

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HOWARD COUNTY GOVERNMENT

Division/Unit

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Agency

HOWARD COUNTY GOVERNMENT

Division/Unit

BUREAU OF COMMUNICATIONS / 9-1-1 CENTER

Item No. 1	Description	Retention
1.0	COMPUTER-AIDED DISPATCH REPORTS / AUTOMATED FILES These are the actual calls recorded into the CAD system. These include the call entry & dispatch record for each call received.	180 DAYS, THEN PURGED FROM SYSTEM AUTO.
2.0	AUTOMATIC NUMBER & LOCATION IDENTIFIER LOGS These are logs generated automatically as calls are received into the 9-1-1 center. Also known as, ANI/ALI LOGS.	1 YEAR THEN DESTROYED USING STANDARD COUNTY PROCEDURES.
3.0	COMMUNICATIONS TAPES These are Digital Data Storage Tape Recordings of all phone and radio positions in the 9-1-1 center. All phone and radio conversations are recorded and stored in this manner.	180 DAYS, THEN RE-USED
4.0	REQUEST FOR COPIES These are requests received in writing for copies of phone and/or radio conversations. 9-1-1, Police or Fire/EMS related.	MAINTAINED AS LONG AS ADMINISTRATIVELY NEEDED.
Agency, or Division Date Signature Typed N	e Approved by Department, on Representative. Date JUN 3 0 1998 Signature Signature JUN 3 0 1998 Signature JUN 3 0 1998 Signature	

DGS 550-1 (Rev. 1/93)

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Agency

HOWARD COUNTY GOVERNMENT

Division/Unit

Bureau of Communications

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	pproved by Department,	Schedule /	Authorized by S	tate Archivist	
	Representative / 60	Date	JUN 3 0 1998		
Date Signature	Phyllis L. Bithet	/_ Signature_	81	2	
Typed Nam	Records Management Of	ficer	I want	c. J gorfun	
DGS 550-1 (R					

Schedule No. C-839

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Agency

Division/Unit

HOWARD COUNTY GOVERNMENT

BUREAU OF COMMUNICATIONS / 9-1-1 CENTER

COMPUTER-AIDED DISPATCH REPORTS / AUTOMATED FILES These are the actual calls recorded into the CAD system. These include the call entry & dispatch record for each call received. AUTOMATIC NUMBER & LOCATION IDENTIFIER LOGS These are logs generated automatically as calls are received into the 9-1-1 center. Also known as, ANI/ALI LOGS.	180 DAYS, THEN PURGED FROM SYSTEM AUTO. 1 YEAR THEN DESTROYED USING STANDARD COUNTY PROCEDURES.
These are logs generated automatically as calls are received into the 9-1-1 center. Also known as,	USING STANDARD COUNTY
	'
COMMUNICATIONS TAPES These are Digital Data Storage Tape Recordings of all phone and radio positions in the 9-1-1 center. All phone and radio conversations are recorded and stored in this manner.	180 DAYS, THEN RE-USED
REQUEST FOR COPIES These are requests received in writing for copies of phone and/or radio conversations. 9-1-1, Police or Fire/EMS related.	MAINTAINED AS LONG AS ADMINISTRATIVELY NEEDED.
Approved by Department, Schedule Authorized by State	e Archivist
	phone and/or radio conversations. 9-1-1, Police or Fire/EMS related.

Typed Name John A. Hampton Tille Bureau Chief

Date Signature

Signature Stwarte Paperfus p

DGS 550-1 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS I 7275	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275		
		P, MARYLAND 20794	PAGE _1 OF _4_	
Jepartment/Agency	2. Division		3. Unit	
HOWARD COUNTY BUREAU OF COMMUNICATIONS / 9-1-1 CENTER	9-1-1	CENTER		
DEFINITION - RECORD SERIES - A group of relate	d records normally filed an	nd used as a unit for referen	ce as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
	DISPATCH REPORTS	AUTOMATED FILE	ES 1997 to 1998	
6. Record Series Description (Briefly describe the type	oes of informationn/docume	ents/forms found in the serie	s. Include the purpose or function of the series.	
These are the actual calls system as received. These re handled by the Police or Fi by the calltaker as well as are automated files that are	ecords include a re Departments. the dispatch in	.11 information re These records tra formation records	elevant to a call for service ack all information entered ed by the dispatcher. These	
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume	
☐ Letter Size ☐ Microfilm	☐ Alphabetic	al	☐ File Drawer(s) 180 days ☐ Microfilm Reel(s)	
☐ Legal Size ☐ Computer Tape	□ Numerical		Number	
☐ Bound Book ☐ Floppy Disk	≝ ^X Chronologi	ical	volume of calls received.	
] Audio Tape	☐ Geographi	cal	10. Annual Accumulation File Drawer(s)	
Other (specify) Automated Records In CAD memory	Other (spe	cify)	N/A ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify)	
11. File is Used ☐ Daily ☐ Weekly XX	☐ Monthly	12. File Becomes Inactive 180 days Number Records are auto	e After Month(s) Matically purged after 180 days	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Du		
George Howard Building, Ground	i Floor,	(If yes, specify agency or office) ※磁× Yes □ No		
Bureau of Communications		Back-up files in	ISSO, Carroll Building	
15. Access Restrictions ☐ Yes ☐ No. (If Yes, cite Law(s) & Regulation(s)	o [*]	16. Audit Requirements		
		□ None □ S xxx	tate Federal Independent	
17. Is an Index System Used? (If yes, explain brief	ly and describe	18. Recommended Retention		
any hadware/software		Records currently purged automatically from		
□ Yes XQ No		system after	180 days.	
Name and Title of Preparer John C. McNamara	20. Telephone Number	и	21. Date	
Training/Quality Assurance	410-313-230	0.	3-25-98	

Coordinator DGS 550-4 (Rev. 1793) Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 7275	IT OF GEMERAL SERVICES MANAGEMENT DIVISION WATERLOD ROAD P.O. BOX 275 P, MARYLAND 20794	AGENCY RECORDS INVENTO	ORY
Jepartment/Agency HOWARD COUNTY BUREAU OF COMMUNICATIONS / 9-1-1 CENTER	2. Division 9-1-1 CE	NTER	3. Unit	
DEFINITION - RECORD SERIES - A group of relate	d records normally filed ar	nd used as a unit for reference	as well as retention and disposition purp	oses.
4. Record Series Title AUTOMATIC NUMBER	& LOCATION IDEN	TIFIER LOGS	5. Earliest Year/Latest Year 1997 to 1998	
6. Record Series Description (Briefly describe the type These are the logs that are a the 9-1-1 Center. These logs These logs indicate the phone	automatically ge are part of the number and loc	enerated when a 9-1 e enhanced 9-1-1 sy cation of all 9-1-1	-l call in received into stem used by Howard Count calls received. This	
information is supplied from ANI/ALI LOGS.	the local phone	e company. These ar	e also known as the	
7. Record Series Format(s) XX Letter Size	8. Record Series : Alphabetic Numerical	zal	9. Volume XQ x File Draw	Reel(s) Tape(s)
☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape XX These logs are generated on standard printer paper.			10. Annual Accumulation **DxxFile Draw 5.0 CU. FT. Computer 1 Number Other (spe	Reel(s) Tape(s)
11. File is Used Daily Files are generated daily and use as administratively needed.	☐ Monthly	Number	After After Month(s) 1 2 Year(s) red after one year.	
13. Current Location(s) (Bldg., Floor, Room) HOWARD BUILDING, GROUND FLOOR COMMUNICATIONS, POLICE DISPATO		14. Is Record Series Dupl (If yes, specify agenc		
15. Access Restrictions ☐ Yes XXX No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements XXX None □ Sta	ute □ Federal □ independent	t
17. Is an Index System Used? (If yes, explain brieft any hadware/software Yes XXXX No	y and describe		y are filed and kept for ar and then destroyed usi	
Name and Title of Preparer John C. McNamara Training & Quality Assurance Coordinator GS 550-4 (Rev. 1/93)	20. Telephone Number 410-313-230		21. Date 3-25-98	
figure 1 .				

Instructions - Type or Print a separate form for each new or revised record series, forward with Record	RECORDS	T OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD	S AGENCY RECORDS INVENTORY	
Retention Schedule (DGS 550-1)		P.O. BOX 275 P. MARYLAND 20794	PAGE 3 OF _4	
Jepartment/Agency	2. Division		3. Unit	
HOWARD COUNTY BUREAU OF COMMUNICATIONS / 9-1-1 CENTER	9-1-1 CEN	TER		
DEFINITION - RECORD SERIES - A group of related	d records normally filed an	nd used as a unit for referer	nce as well as retention and disposition purposes.	
4. Record Series Title COMMUNICATIONS TA	APES		5. Earliest Year/Latest Year 1997 to 1998	
6. Record Series Description (Briefly describe the type These are the actual record These recordings contain all dispatch, Police, Fire and Data Storage Tape.	dings of all pho ll phone convers	ne and radio pos ations as well a	itions within the 9-1-1 Center. s all radio transmissions by	
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume ××xx File Drawer(s)	
☐ Letter Size ☐ Microfilm	☐ Alphabetic	al	1.5 CU. FT. Microfilm Reel(s) Computer Tape(s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number	
☐ Bound Book ☐ Floppy Disk	☐ Chronologi xxx	cal	10. Annual Accumulation	
XXAudio Tape □ Video Tape DAT Tapes □ Other (specify)	☐ Geographic		File Drawer(s) Microfilm Reel(s) 1.5 CU. FT. □ Computer Tape(s) Number □ Other (specify)	
11. File is Used □ Daily □ Weekly DAT Tapes store 3 days of reco	□ Monthly	i Number	ve After Month(s) After 180 days.	
13. Current Location(s) (Bldg., Floor, Room) HOWARD BUILDING, GROUND FLOOR, COMMUNICATIONS, TRAINING & QUA	, BUREAU OF	14. Is Record Series Du (If yes, specify age	plicated Elsewhere?	
COORDINATOR SOFFICE 15. Access Restrictions	,	16. Audit Requirements □ None □ State □ Federal □ Independent		
17. Is an Index System Used? (If yes, explain briefly any hadware/software	y and describe	18. Recommended Retention As stipulated by the Howard County Office of		
□ Yes □ No	·		es are kept for 180 days and	
Name and Title of Preparer	20. Telephone Number		21. Date	
John C. McNamara, Training & Ouality Assurance Coordinator	410-313-2	300	3-25-98	

DGS 550-4 (Rev. 1/93) Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 1 7275	OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275	AGENCY RECORDS INVENTORY PAGE _4_ OF _4_	
. Nanadaran MA annau	2. Division	P, MARYLAND 20794	3. Unit	
Jepartment/Agency: HOWARD COUNTY BUREAU OF	2. Division		. Onc	
COMMUNICATIONS / 9-1-1 CENTER	9-1-1 CEN	ITER		
DEFINITION - RECORD SERIES - A group of related r	ecords normally filed an	d used as a unit for reference	e as well as retention and disposition purposes.	
4. Record Series Title REQUEST FOR COPIES	S, RECORDINGS		5. Earliest Year/Latest Year 1997 to 1998	
6. Record Series Description (Briefly describe the types	of informationn/docume	nts/forms found in the serie	s. Include the purpose or function of the series.	
These are the written requof 9-1-1 calls and/or dispersion Police, Fire, EMS agencies	oatch transmiss	ions. These requ	ests are received from	
			<u> </u>	
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume	
XEPLetter Size ☐ Microfilm	☐ Alphabetica	al	X⊠ File Drawer(s) 150-200 □ Microfilm Reel(s)	
☐ Legal Size ☐ Computer Tape	☐ Numerical		Number	
☐ Bound Book ☐ Floppy Disk	XXX Chronologic	cal	I.CU.FT. Log Book also	
] Audio Tape ☐ Video Tape	☐ Geographic	al	10. Annual Accumulation X Fix File Drawer(s)	
Other (specify)	□ Other (spec	sify)	150-200	
11. File is Used		12. File Becomes Inactive	After S. Vanda	
□ Daily □ Weekly As requests come in.	☐ Monthly	Number Maint	☐ Month(s) ☐ Year(s) cained as long as administrative	
13. Current Location(s) (Bldg., Floor, Room)			ed, currently one year.	
HOWARD BUILDING, GROUND FLOOR, E COMMUNICATIONS, SECRETARY STATIC		(If yes, specify agen		
15. Access Restrictions ☐ Yes XXX No		16. Audit Requirements		
(If Yes, cite Law(s) & Regulation(s)		□ None □ State □ Federal □ Independent		
17. Is an Index System Used? (If yes, explain briefly a any hadware/software	und describe	18. Recommended Retention		
□ Yes □ No		Maintained as needed.	s long as administratively	
Name and Title of Preparer 20). Telephone Number		21. Date	
John C. McNamara, Training &	410-313-23	00	3-25-98	

Quality Assurbus 550-4 (Rev. 1/93)
Figure 1